

POSITION TITLE: EQUIPMENT OPERATOR III –
Warehouse and Truck Driver

SALARY GROUP: A15

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division-Texas Correctional Industries

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 024644

Performs advanced work in the operation of heavy and light equipment. Work involves overseeing and coordinating the maintenance, operation, and repairs of equipment; and serves as a lead worker providing direction to others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

- A. Operates light and heavy equipment and Class A or B commercial vehicles in the transportation and delivery of materials, supplies, and equipment; delivers and installs Texas Correctional Industries manufactured furniture; and ensure the safe and secure storage of cargo.
- B. Performs and oversees the performance of preventive maintenance inspections, routine servicing, operator preparation, and maintenance of vehicles and equipment and reports malfunctions; and exercises vigilance to prevent theft, damage, and attempted escapes during loading, unloading, and transporting materials, supplies, and equipment.
- C. Reviews and verifies inventory and shipping documents and reports damages or shortages; ensures required documentation is accurate, complete, and accessible according to interstate transport regulations; and prepares and maintains records and reports of activities and equipment repairs.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned inmates.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
 2. Experience in the operation and maintenance of heavy and light equipment preferred.
 3. Experience in warehouse operations, inventory and stock control, and supply methods and procedures preferred.
 4. Experience in the operation and maintenance of tractor-trailer rigs preferred.
 5. Correctional custody or law enforcement experience preferred.
 6. Valid Class A or B Commercial Driver License (CDL).
 7. Valid CDL Medical Examiner's certification statement issued within the last two years.
 8. Successful completion of the current Texas Department of Criminal Justice freight transportation road test. Road test will be scheduled after the interview process.
- * Must be registered with the U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse.
<https://clearinghouse.fmcsa.dot.gov/>

Must maintain valid license and certification for continued employment in position.

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of correctional rules and regulations preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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6. Skill to prepare and maintain accurate records, files, and reports.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the operation of Class A vehicles.
10. Skill to operate tractor-trailer rigs and related equipment.
11. Skill to train and supervise inmates.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, constant noise, fumes, smoke or gases, dust, grease, and oils, slippery or uneven walking surfaces, working on ladders or scaffolding, vibration, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, fork lift, truck, bobtail truck, tractor, trailer, lift gate, telephone, dolly, and automobile.